

NEW POSITION: Brief job description and attach a copy of the new job description.

NA

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

COMMENTS: (Any comments you wish to make regarding this request)

WE ARE RESTRUCTURING THE DEPARTMENT SO THAT WE CAN HAVE ALL ELIGIBILITY STAFF CROSS TRAINED IN ALL ASPECTS ELIGIBILITY DIVISION. I AM REQUESTING TO CREATE AN ELIGIBILITY SPECIALIST II (SLOT 240-0039) WHICH REQUIRES MORE DUTIES AND RESPONSIBILITIES THAN AN ELIGIBILITY I.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u>DAIREN SARMIENTO</u> DEPARTMENT HEAD	<u>9-26-16</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Rose Kelly</u> HUMAN RESOURCES DIRECTOR	<u>12/12/2016</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>12/13/2016</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

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HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Dairen Sarmiento

1.	DAIREN SARMIENTO DEPARTMENT HEAD	9-26-16 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<i>[Signature]</i> HUMAN RESOURCES DIRECTOR	12/12/2016 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<i>[Signature]</i> DEPARTMENT OF BUDGET & MANAGEMENT	12/13/2016 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
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HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HUMAN SERVICES (240-001)

DATE: 12-8-16

CURRENT POSITION TITLE: ELIGIBILITY SPECIALIST I

CURRENT SLOT. #: 0032

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other DELETE

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: \$ 24,810.00 \$ 0 \$ -24,810.00
 Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

- Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Other DELETE

POSITION Type:

Full Time Employee Part Time Employee _____
 Object 113 Object 114
 Enter hourly rate for temp. positions
 Full Time Temporary Part Time Temporary \$ _____
 Object 121 Object 122 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
<p>CIVIL SERVICE: FLSA:</p> <p>Exempt <input type="checkbox"/> Exempt <input type="checkbox"/></p> <p>Non-Exempt <input checked="" type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>				

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

TO MEET THE CHANGING DEMAND OF THE DEPARTMENT. MY DEPARTMENT REQUIRES CROSS-TRAINING IN THE ELIGIBILITY DIVISION.

I AM REQUESTING TO CREATE AN ELIGIBILITY II POSITION WHICH REQUIRES ADDITIONAL RESPONSIBILITIES THAN AN ELIGIBILITY SPEC I.

THEREFORE I AM REQUESTING TO DELETE SLOT 240-0032 AND TO CREAT SLOT 240-001-0039 ELIGIBILITY SPECIALIST II.

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ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

COMMENTS: (Any comments you wish to make regarding this request)

WE ARE RESTRUCTURING THE DEPARTMENT SO THAT WE CAN HAVE ALL ELIGIBILITY STAFF CROSS TRAINED IN ALL ASPECTS OF THE ELIGIBILITY DIVISION. I AM REQUESTING TO CREATE AN ELIGIBILITY SPECIALIST II (SLOT 240-0039) WHICH REQUIRES MORE DUTIES AND RESPONSIBILITIES THAN AN ELIGIBILITY I.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|--|---------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u><i>Daniel Summitt</i></u>
DEPARTMENT HEAD | <u>12-8-16</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u><i>Michelle Pyle</i></u>
HUMAN RESOURCES DIRECTOR | <u>12/14/2016</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u><i>[Signature]</i></u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>12/17/2016</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

HIDALGO COUNTY HEALTH & HUMAN SERVICES

ELIGIBILITY SPECIALIST II

GENERAL DESCRIPTION

Determine eligibility for Hidalgo County residents for County Indigent Health Care Program as well as other direct assistance programs, which include funeral assistance, medical transportation, lodging and meals. Assist County residents in identifying and obtaining various financial and health care resources; provide community resource information and make appropriate referrals.

EXAMPLES OF WORK PERFORMED

Receive, review and process applications and determine eligibility utilizing established state and county program policies and procedures within established time frames

Identify and respond to community needs and concerns and make adequate referrals to appropriate agencies and assist in the development of resources to meet anticipated demands

Prepare various reports and correspondence

Be available to answer questions and provide information to the general public and assist in identifying resources

Attend and participate in staff meetings and workshops

Stay abreast of policies and procedural changes in the Indigent Program and other related health care programs

Properly prepare and complete necessary program forms and documents

Maintain and update participant computer and hard copy case files

Assist in clerical work as needed

Studies and analyzes operations and problems, and prepares reports of findings and recommendations

Recommends activities to produce a more effective program

Prepares justifications for procedural or policy changes

Provides technical assistance on program services

Works with program staff in determining trends and resolving technical problems

Ability to work well with others

May train others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Four (4) years experience with Indigent Health Care, Medicaid Program, or related social programs

Graduation from a high school or equivalent (GED)

Associate degree or vocational training

Experience and education may be substituted for one another

Knowledge, Skills, and Abilities

Knowledge of local, state, and federal laws related to the program area

Knowledge of public administration and management techniques; of statistical analysis processes; and of program planning and implementation

Ability to gather, assemble, correlate, and analyze facts

Ability to devise solutions to problems; to prepare reports; to develop and evaluate policies and procedures; to communicate effectively; and to train others

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

